



Foster/Adoptive Parent Recruitment and Training (RFP HS 08-05)

ADDENDUM NO. 1

Answers to Questions Received Prior to the May 1, 2008 Deadline:

- 1. Question:** Are costs reimbursed monthly?
Answer: Yes, Contractor invoices the County on a monthly basis. The invoices should be prepared based on actual cost incurred by the Contractor to provide the services subject to budget limitations.
- 2. Question:** On Attachment D it states that the first Contract year-end is Aug. 31, 2009, should that be June 30, 2009?
Answer: The first Contract year is September 1, 2008 – June 30, 2009. The following Contract years are July 1 – June 30 in order to correspond with the County's Fiscal Year.
- 3. Question:** Will the first year's Contract be 10/12 of the total dollar amount allotted per Contract Year?
Answer: Yes, the dollar amount for the first Contract year's budget will be for 10 months. The annual budget should be prorated for the first year as the services are provided for 10 months (Sept. 1, 2008 through June 30, 2009).
- 4. Question:** There could be some start up costs in the first year that may not occur in subsequent years. If Contractor bills allowable expenses that equal 12/12 of the Contract, would Contractor be able to get reimbursed for 12/12 or only 10/12? Would Contractor be able to get reimbursement for 12/12 or is the budget to assume that Contractor will not be spending any more money in that first year?
Answer: Contractor decides how to prepare the budget for submission. For the first Contract year's expenses, the maximum amount is \$291,667. There is no start-up funding available.
- 5. Question:** Is the budget for the first Contract year \$350,000 or 10/12 of that since the first year's Contract is only for ten months?
Answer: The budget for the first year is not to exceed \$291,667 (which is the prorated budget amount of 10/12 of \$350,000).
- 6. Question:** Currently, does the County have full-time employees working on this program only or does the County have employees in the license and training recruitment areas that have shared responsibilities and do this as part as their job?
Answer: The County has full-time employees that spend part of their time working on this program.
- 7. Question:** Does the County have any idea of the percentage of time and how many full-time employees would be required relative to the amount of work required or that the County is looking for in this Contract?
Answer: The County requests that the Contractor determine the percentage of time and the number of full and/or part-time employees needed to complete the amount of work

required.

8. **Question:** What is the County's expectation as to the time required to have the Department of Justice certification and is that taken into consideration? Because it sometimes takes longer, are exceptions accepted?
Answer: In the County's experience, certification usually comes back within 24-48 hours, unless there are major issues.
9. **Question:** Does the Adam Walsh Bill prevail here?
Answer: The County has policies in place and currently contacts any state an applicant has lived in five (5) years prior to moving to California.
10. **Question:** If a Contractor is going to contract with the County, does the Contractor submit the request for the foster parent to be cleared to the County and then the County forwards that to the Department of Justice on behalf of the Contractor?
Answer: No, the Contractor is responsible for contracting with a mobile LiveScan vendor and pays the fees to the vendor for the fingerprint rolling. The mobile LiveScan vendor uses a number provided by the County to submit the fingerprints to the Department of Justice and the results go directly to the County.
11. **Question:** Is the County currently able to support this program and all the events required for \$350,000?
Answer: Yes, actually the County drafted a hypothetical program and was able to do it for less than the budgeted \$350,000.
12. **Question:** In the hypothetical budget, did the County use its facilities for all of the required training sessions or did it rent facilities?
Answer: In the hypothetical budget, the County included site rentals of the PRIDE Pre-Service Training, Taking Care of Business Days, and office space.
13. **Question:** When the County drafted the hypothetical budget, did it include full-time employees that would work full-time on this project?
Answer: Yes, the hypothetical budget included: 1 full-time position, 2 part-time positions, and volunteers.
14. **Question:** Is there currently a support help line in place? Is the County running it now?
Answer: No.
15. **Question:** Did the County put the help line in the hypothetical budget?
Answer: Yes.
16. **Question:** Is there an allowable administrative overhead cost included in the hypothetical budget? A "ceiling" or a "floor"? If so, what percentage of the budget?
Answer: The Contracting Agency can include in the budget as many expenses (line items) as required as long as the expenses are allowable, reasonable, and benefit the program/clients. Administrative expenses are allowable as long as the expenses can be justified. For example, 10% of an agency's accountant's Salaries and Benefits can be budgeted and charged to the grant as long as the accountant can document in her/his Timesheet that she/he spent 10% of her/his time on the grant

related activities such as preparing monthly billings for the grant.

17. **Question:** What software is used to track all recruitment activity?
Answer: The County currently uses Excel and Word to track recruitment activity.
18. **Question:** Will Contractors have access to Family-to-Family resources?
Answer: Yes.
19. **Question:** Since a Contractor would be serving both its own agency and the County, is that considered a conflict of interest?
Answer: It would depend on the types of services being provided.
20. **Question:** Does that mean the FFA (Foster Family Agencies) should not submit a proposal?
Answer: FFAs can submit a proposal listing what services it proposes to provide. The County will then make a determination during the evaluation process.
21. **Question:** How long has the County been participating in Family-to-Family programs?
Answer: Approximately two (2) years.
22. **Question:** Will there be more than one Contractor?
Answer: The County will determine that once all proposals have been submitted and evaluated.
23. **Question:** So the County may divide up the \$350,000?
Answer: It is possible, however, the County will determine that once all proposals have been submitted and evaluated.
24. **Question:** Can Contractors propose for a specific region?
Answer: Yes.
25. **Question:** Is there a quota for the current number of parents? If so, what is it?
Answer: The County's goal is to retain the number of current Foster Parents (510) and to match and/or exceed the number recruited this year (65).
26. **Question:** Will there be minimum standards for this contract?
Answer: Yes.
27. **Question:** How many current foster, adoptive, and kinship homes are there?
Answer: Currently, there are 513 Foster Homes. Both open Foster and Adoptive Parents total 513. Kinship Families are not included as they are not Foster Families.
28. **Question:** What was last year's advertising budget?
Answer: The advertising budget for fiscal year 2006/2007 was \$10,417.
29. **Question:** What has been the most successful type of advertising up to now?
Answer: The most successful types of advertising used have been neighborhood papers, cable television, radio, printed flyers, and the Penny Saver.
30. **Question:** How many of the incentives (promotion items, tickets, etc.) are donated?

Answer: None.

31. Question: What have been the most successful promotional items?

Answer: Pens, Coffee Mugs, Refrigerator Magnets, and T-Shirts.

32. Question: How much money was spent on the Appreciation Picnic event last year?

Answer: The Appreciation Picnic for fiscal year 2006/2007 cost \$25,515.

33. Question: How many parents attended PRIDE Training last year?

Answer: PRIDE Training was attended by 242 parents in 2007.

34. Question: How many parents completed all the training classes last year?

Answer: In 2007, 127 parents completed all the training classes.

35. Question: How many inquiries came into the County?

Answer: In March 2008, 72 inquiries were received by the County and in April 2008, the County received 111 inquiries.

36. Question: How much does the County pay for respite?

Answer: The County pays: 1 week (7 days): 1 child \$50.00, 2-3 children \$60.00, and 4 or more children \$75.00. Respite Care is paid through AB2129 Funding, and once the money is spent for the fiscal year, it will not be available again until the next fiscal year begins.

37. Question: How does Private Adoption Agency Reimbursement Program (PAARP) apply to these cases (if at all)?

Answer: It does not apply.

38. Question: Will the Contract award cover countywide or a demographical region? Could a specific region be selected?

Answer: The County's goal is to provide services throughout the County.

39. Question: Cost of meetings, distribution material, Annual Picnic, TB testing, LiveScan, etc. are at the cost of the Contractor, correct?

Answer: Yes, however, the County will pay for the fees associated with the Public Health Nurses administering T.B. testing and reading the results. See page 9 of the RFP.

40. Question: Will there be any start up costs to cover material?

Answer: No.

41. Question: Why is the County outsourcing this program?

Answer: The County is considering outsourcing the program in order to increase the awareness of the need for Foster Homes.

42. Question: The training in PRIDE, etc, will that be provided before?

Answer: No.

43. Question: Will the County provide a list of the attendees to the Vendor's Conference?

Answer: Yes, it is attached to this Addendum as Exhibit 1.

- 44. Question:** If the County receives no responses to the RFP, will the budget be reconfigured and another RFP released?
Answer: The County will determine that once all proposals have been submitted and evaluated.
- 45. Question:** Are FFAs (Foster Family Agencies) disqualified from bidding?
Answer: No.
- 46. Question:** Will the selection of geographic regions served influence awards given? (i.e., if more than one region is selected to be served, will that increase the chance of obtaining funding?)
Answer: The County's goal is provide services throughout the County.
- 47. Question:** If Contractor proposes to serve more than one region, can the number of recruitment and training hours be adjusted based on the number of Foster/Adoptive Parents in each region? (i.e., is it required to provide the same number of recruitment and training hours in a region with less Foster/Adoptive Parents? or, based on the number of parents in a region, could Contractor propose to provide quarterly orientation meetings versus monthly meetings?)
Answer: Contractor should propose the services it intends to provide.
- 48. Question:** What Curriculum is required? (i.e., County, State, Other)
Answer: The County's PRIDE Pre-Service Training Curriculum.
- 49. Question:** How many Foster/Adoptive Parents are in each Region?
Answer: In 2007, the Desert Region had 178, the Rancho Cucamonga area had 216, and the San Bernardino area had 119.
- 50. Question:** Is it possible to write a proposal for the Training/Education Piece and the County Conference only? (See Page 10 of RFP).
Answer: Yes, Contractor should propose the services it intends to provide.
- 51. Question:** What formal training will be offered to recipients of the grant funding?
Answer: None. The County is looking for an experienced service provider.



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Proposal Conference – April 24, 2008

Agency Attendees

AGENCY	LOCATION
America Care Foster Family Agency	La Verne
Aspira Net	San Bernardino
Concept 7	Santa Ana
David and Margaret Youth and Family Services	Ontario
Families in Transition Community Services	Upland
Five Points Group Center for Support of Families	Bradenton, FL
FSA	Moreno Valley
Futuro Infantil Hispano, FFA	Ontario
Institute for Community and Faith Based Services	Banning
Kinship Center	Santa Ana
Morongo Basin Mental Health	Yucca Valley
Para Los Niños	Ontario
SBVC Child Development	San Bernardino
SBVC Parent Education Center	Colton
Victor Valley College	Victorville
Westside Christian Center Church	San Bernardino